



## **SOUTH DAKOTA 9-1-1 COORDINATION BOARD**

### **MEETING MINUTES (DRAFT) FOR JUNE 6, 2013**

**CEDAR SHORE RESORT, OACOMA, SD**

**Board members present:** Barthel, Carmon, Falken, Haines, Jaeger, Price, Rufledt, Serr and Bryan Krause

**Board members absent:** Harding, Sawvell, Turbak

**Staff Present:** Shawnie Rechtenbaugh (State 9-1-1 Coordinator), Jenna Howell (DPS Staff Attorney)

**Others present:** Russ Olson (DLS), Sara Weston (LR Kimball – by phone), Eric Erickson (CenturyLink), Scott McMahon (Watertown Police Dept – by phone), Mike Frericks (GeoComm – by phone), Paul Schueth and Deb Bice (Winner PD – by phone), Staci Eggert (SD Sheriff's Association), Anna Jauhola (Mitchell Daily Republic)

#### **I. Call to Order and Roll Call**

Meeting called to order at 10:03 AM CDT by Rufledt. Roll call was taken and a quorum was present.

#### **II. Approval of Agenda**

Motion to approve agenda.

Moved by: Jaeger

Seconded by: Carmon

Discussion: Removal of item X. Add Study subjects and upcoming events under item XI.

Motion carried unanimously.

#### **III. Approval of April 11 and May 8, 2013 Meeting Minutes**

Motion to approve April 11 and May 8, 2013 meeting minutes as presented.

Moved by: Haines

Seconded by: Falken

Discussion: Slight changes noted by Carmon.

Motion carried unanimously.

#### **IV. Board Member Terms Expiring**

Four board member terms are set to expire on June 30, 2013. The members are Ted Rufledt, Jr representing the Dakotas Chapter of NENA, Doug Barthel representing the SD Police Chief's Association, Kelly Serr representing the SD Sheriff's Association, and Jeff Carmon representing the SD Service Providers. Rufledt, Serr and Carmon have expressed interest in serving another term and Barthel will be ending his service to open the door for another Chief to serve on the board. Each of the organizations represented have submitted a list of candidates for the vacancy and those have been submitted to Governor Daugaard for his consideration. Rufledt thanked Barthel for his service and support of 911 and the board over the past 3 years.

#### **V. Administrative Rule Changes**

DPS Staff Attorney Jenna Howell briefed the board on the draft changes to administrative rule the Legislative Subcommittee has been working on.

Next step will be filing the necessary paperwork and holding the Public Hearing on July 18<sup>th</sup> at the AmericInn in Ft. Pierre. August 20 is Rules Review Committee.

Motion to approve the rules with the addition of the period on page 2.

Moved by: Barthel                      Seconded by: Carmon

Discussion:

Motion carried unanimously.

## **VI. Annual Reports**

Rechtenbaugh advised all 2012 annual reports have been submitted. She is waiting for some changes from Roberts County PSAP. Preliminary data shows there are 330 PSAP employees. Total 911 calls received in 2012 was 346,954. Total calls overall for 2012 was 1,487,547. Board members asked for the number of PSAP staff who have obtained their State 911 Telecommunicator Certificate and EMD certificate as well as what percent of the reports were received by the due date. Rechtenbaugh will provide additional statistics from the reports at the July board meeting.

Russ Olson, Dept. of Legislative Audit and Rechtenbaugh briefed the board on unallowable 911 Fund expenditures by Yankton Co. in 2012 and earlier. Olson advised they had first issued an audit note in Nov. 2010 regarding purchase of a software package. Olson advised there had been other expenditures since then that were unallowable. Rechtenbaugh advised more were noted on their 2012 annual report including all narrow banding costs incurred by the county. Olson was asked and explained that in cases like this, reimbursement to the fund is appropriate. Rechtenbaugh and Rufledt advised the DLA Inspector General had asked the 911 board to act on the matter. Olson advised the current Sheriff and Yankton Police Chief have been open and favorable to correcting the problems going forward. Rufledt and Rechtenbaugh advised they are drafting a letter to the Yankton County Commission and asked the board for a motion authorizing the letter and stipulating what the board wants included in the letter.

Motion to draft letter and have it approved by Russ, Jenna, Shawnie, Ted and sent prior to the next board meeting.

Moved by: Haines                      Second: Falken

Discussion: Olson stated their approval would not be appropriate but DLA would help draft the letter.

Amended Motion: In an effort to work with Yankton County to finalize 2014 budget, the board and DPS staff draft a letter with the assist of DLA advising Yankton County of the corrective measures that need to be taken and establish a value of repayment to the 911 fund.

Move: Haines                      Seconded by: Falken

Discussion: Serr asked if the letter will be reviewed by all board members before it is sent. The review and comment on a draft letter by the full board would need to take place at a publicly noticed board meeting. Carmon suggested two letters be sent because it is a time sensitive issue. The first letter would note the board is aware of the unallowable expenditures and the board and DLA are reviewing the information and discussing further. The second letter would then explain the recommended action the board and DLA would like to see Yankton County take. Haines stated due to finalizing 2014 budgets the letter really needs to go as soon as possible if they are going to have the opportunity to make changes to their budgeting practices.

Amended motion to focus the letter on the two misappropriations which were the software system and the narrow banding project.

Moved by: Haines                      Seconded by: Falken

Discussion: Carmon suggested the board identify the two concerns and we ask Yankton County to identify the total expenditures and what portion was related to 911. Jaeger asked clarification of what action the board has the authority to take. Howell stated the board can make a recommendation of corrective action, but the board does not have the authority to require repayment. Falken stated we want to make sure Yankton County understands what the problem is and if they need assistance to let us know. And the second point would be that they take corrective action to fix the problem.

Haines withdrew the motion.

Motion to write a letter to Yankton County with the assistance of DLA, identifying the misuse of 911 funds for the cost of the RMS software and maintenance, and the narrow banding project, asking them to provide what corrective action will be taken to remedy the situation.

Moved by: Serr                      Seconded by: Carmon

Discussion: Haines stated the letter should clearly identify a dollar value for reimbursement and a timeline in which to respond back to the board.

Amended Motion: To write a letter to Yankton County with the assistance of DLA, identifying the misuse of 911 funds for the cost of the RMS software and maintenance, and the narrow banding costs. Ask them to identify the dollar amount in non-compliance with statute and provide what corrective action they intend to take in this matter and advise the board within 30 days.

Moved by: Serr                      Seconded by: Carmon

Discussion: None.

Roll Call Vote: 7 yeas, 0 nays

**Web-based Annual Report Demo:** Rechtenbaugh provided a demonstration of the new web-based Annual Report system for the board. The system is nearing completion and will be deployed to the production server in the very near future. Rechtenbaugh will extend the end date of the contract to allow time for Smart Software to work with BIT for the deployment. Rechtenbaugh requested the board consider a maintenance agreement with Smart Software Solutions for 2 years and \$5,000 per year to handle bug fixes, deployment issues, server administration, data reset and new feature requests. The Board requested DPS staff draft the agreement and provide it to the board at the next meeting for possible board action.

## **VII. Coordinators Report**

The surcharge collections report and the condition statement were provided to the board. The April Condition Statement shows the 2% pre-paid wireless revenue received for FY13 to date is \$361,626. The revenue from the states portion of the \$1.25 is \$1,860,968. Total balance in the 911 Coordination Fund is \$2,617,608.

## **VIII. NG911 Project Update**

Sara Weston from LR Kimball joined us via teleconference and provided a brief update on the NG911 project since our last meeting on May 8<sup>th</sup> when the project was kicked off. Kimball staff have been reviewing the draft State 911 Master Plan that the 911 Board had drafted. They will provide the board with a written analysis of the report by June 12<sup>th</sup>. In addition, Weston has been working with Rechtenbaugh to gather necessary information for the Kimball team to aide in their work on NG911 in SD.

## **IX. Subcommittee Reports**

- i. Legislative Subcommittee – Carmon. The committee completed draft work for changes to admin rule as discussed earlier in today's meeting. During the review of 911 related administrative rules, the committee identified a few rules that fall under the PUC that contain some outdated terminology. Carmon shared the proposed changes for recommendation to the PUC. If the board agrees with the recommended changes, Rechtenbaugh would contact the PUC to pass along the comments from the board for their consideration.

Motion to approve the suggested changes and take to the PUC.

Moved by: Barthel                      Seconded by: Haines

Discussion: None

Motion passed unanimously.

- ii. Technical Subcommittee – No report
- iii. Operations Subcommittee – Haines. Any lingering issues are being addressed with the admin rules that were discussed earlier in today's meeting.
- iv. Funding Subcommittee – No report.

#### **X. Other Business**

**Next board meeting** is Thursday, July 18, 2013 at AmericInn in Fort Pierre. The Public Hearing for the Administrative Rules will be held at 10:00am central time with the Board meeting immediately following at approximately 10:15am.

**Upcoming Training/Events:** Rechtenbaugh shared information about some upcoming events/conferences the board members might be interested in attending. Ruffedt stated the events and conference provide a great opportunity for board members to gain necessary knowledge about NG911 that will aid in decision making process for SD.

Motion to approve for 2 board members and a staff person to attend any applicable conferences.

Moved by: Barthel                      Seconded by: Falken

Discussion: None

Motion carried unanimously.

**Study Subjects:** Ruffedt suggested the board has some topics that might be good for a summer study. Topics that the board sees coming that we may need to spend time researching and discussing. Anyone who has a topic would bring a one page summary to the board explaining the topic and then the board could assign the topic to an appropriate existing committee. Rechtenbaugh will include summer study topics as an agenda item on the July Agenda.

#### **XI. Public Comment**

There was no public comment.

#### **XII. Adjourn**

Motion to adjourn the meeting.

Moved by: Jaeger                      Seconded by: Falken

Discussion: None

Motion carried unanimously.

Meeting adjourned at 1:30pm central time.